

MEMO# 16992

January 22, 2004

PRELIMINARY AGENDAS FOR FEBRUARY 4 AND 5 TAX COMMITTEE MEETINGS IN WASHINGTON, DC

[16992] January 22, 2004 TO: TAX COMMITTEE No. 3-04 RE: PRELIMINARY AGENDAS FOR FEBRUARY 4 AND 5 TAX COMMITTEE MEETINGS IN WASHINGTON, DC Attached are the preliminary agendas for the next meetings of the Tax Committee to be held in Washington, DC on February 4, beginning at 2:00 p.m., and February 5, beginning at 9:30 a.m.¹ As we previously informed you,² both the subcommittee meeting on February 4 and the Tax Committee meeting on February 5 will be held in the David Silver Conference Room, on the 12th floor of Institute's offices at 1401 H Street, NW, Washington, DC 20005. If you plan to attend either (or both) of these meetings and have not yet completed a meeting response form, please complete the attached copy of the form and submit it to Institute's Ezella Wynn by fax (202-326-5841) or email (ewynn@ici.org). If you have any questions or comments regarding the attached agendas, please contact Keith Lawson (at 202/326-5832 or lawson@ici.org), Cathy Barré (at 202/326-5821 or cbarre@ici.org) or David Orlin (at 202/371-5436 or dorlin@ici.org). Donald Burke Tax Committee Chair Attachment 1 Lunch will be served before the February 4 meeting, beginning at 1:00 p.m., and at the conclusion of the February 5 meeting. 2 See Institute Memorandum to Tax Committee No. 75-03 [16900], dated December 19, 2003. 2 Attachment no. 1 (in .pdf format)

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